Meetings of the Board | POLICY 109

Purpose

This policy identifies the process and timeline for regular and special meetings of the Board of Trustees.

Policy Statement

All Board of Trustees' meetings will be in conformity with the Open Meetings Act. 5 ILS 120/1 et seq. public notice of meetings shall be given as required by law. 5 ILCS 102/1 et seq. The President shall prepare and make available a schedule of all regular meetings of the Board of Trustees for such calendar year listing the times and places of such meetings 5 ILCS 120/2.03.

Written minutes of meetings shall be kept and be available for public inspection as required by law. 5 ILCS 120.2.06. A verbatim record of all closed meetings shall be made in the form of an audio or video recording 5 ILCS 120/2.06.

Regular Meetings

Regular meetings of the Board of Trustees shall be held on the third Wednesday of each month, except January. However, if the regular meeting for the month of November is on the day before Thanksgiving, the regular meeting for such month shall then be on the Monday preceding Thanksgiving. All regular meetings shall be held commencing at 6:00 o'clock p.m., local time then prevailing, in the Board Room located at the John Wood Community College campus at 1301 South 48th Street, Quincy, Illinois, unless however, the date, time, and place of any meeting of the Board has been changed by the Board. Annually the board of trustees approves the schedule of the yearly Board meetings.

Special Meetings

Special Meetings of the Board may be called by the Chair or by any three (3) members of the Board by giving notice thereof in writing stating the time, place, and purpose of the meeting. Such notice may be served by mail 48 hours before the meeting or by personal service 24 hours before the meeting. Any meeting, except a Special Meeting called by three (3) members of the Board, may be cancelled by the Chair. 110 ILCS 805/3-8. Unless a member advises the Executive Assistant to the President otherwise in writing, any notice may be given by email direct to the member's John Wood Community College email account.

Attendance Other Than by Physical Presence

Where a quorum of the Board is physically present, a majority of the Board may allow a member of that body to attend the meeting by means other than physical presence. The reason for not

physically attending must be because of personal illness or disability; employment purposes or the business of the public body; or a family or other emergency. 5 ILCS 120/7. The member must notify the Secretary, the College President, or the Executive Assistant to the President in advance unless advance notice is impractical. The member permitted to attend other than by physical presence may participate in all aspects of the Board meeting including voting on any item. A member unable to attend under this provision will not be considered in determining a quorum but may, nevertheless, participate by conferencing.

Delegated Authorities

The President, in cooperation with the Board Chair, and legal counsel assume the overall responsibility for this policy.

Exceptions

Any exceptions to this policy must be legally acceptable and represent the majority opinion of the Board.

Reporting

Material issues related to this policy shall be reported to the Board of Trustees by the President and/or Chair of the Board and/or legal counsel at such times and in such format as they determine appropriate, with emphasis on expediency.

Responsibilities

The Chair of the Board, in cooperation with legal counsel, shall perform the responsibilities assigned to this policy.

OFFICE OF PRIMARY RESPONSIBILITY: BOARD OF TRUSTEES; LEGAL COUNSEL

BP ADOPTED: OCTOBER 26, 2022

ADMINISTRATIVE PROCEDURE: 109.1